

STATE OF MICHIGAN



27<sup>TH</sup> DISTRICT COURT

2015 Biddle Ave, Wyandotte, MI 48192  
Phone: (734) 324-4475 Fax: (734) 324-4472

Randy L. Kalmbach  
District Judge

Lora A. Kowatch  
Court Administrator

## Job Posting

**Position:** PART-TIME Probation Officer

**Pay Rate:** \$14.00 per Hour

**Work Hours:** Tuesday – Thursday from 8:15am-4:15pm

**Responsibilities:** Manage a large caseload of defendants. Conduct alcohol assessments, presentence investigations, probation oversight visits, as well as other probation related duties.

**Qualifications:** Prior probation experience is required with knowledge of the Judicial Information System (JIS) desired. Bachelor's Degree in Criminal Justice, Behavioral Sciences or a related human service field. ARMS-I certification (Assessment Referral Management Specialist) or CCJP (Certified Criminal Justice Professional) preferred/expected within 1 year of employment. Solid substance abuse, mental health, and treatment knowledge necessary. Excellent communication and computer skills required.

**To Apply:** \*MAIL resume and cover letter to the following address:  
27<sup>th</sup> District Court  
Attn: Natalie Shaul  
2015 Biddle Avenue  
Wyandotte, MI 48192  
\*EMAIL resume and cover letter to [lkowatch@wyan.org](mailto:lkowatch@wyan.org)  
\*FAX resume and cover letter to 734/324-4459

**Deadline to apply:** Resumes must be received by October 19, 2012